

Ergonomic Assessments:

Ergonomic assessments are a function of the Employee Health Management (EHM) "At-Risk" program. The At-Risk Ergonomic Assessment Program provides State of Michigan employees expert assistance from Occupational Safety Advisors and Rehabilitation Counselors who will analyze their workspace/workstation for known risk factors. These Safety Advisors and Counselors provide one-on-one training and written recommendations to enhance worker productivity, improve quality of work life, and decrease the risk for a work-related injury.

Ergonomic Assessment Procedure:

- An employee or their supervisor contacts the HR office to discuss the need for an ergonomic assessment. If appropriate, the employee is directed to complete the [DMB-OSE 2209 Request for an At-Risk Ergonomic Assessment](#).
- The employee reads, completes, and returns the At-Risk Ergonomic Request form along with recent medical documentation from a licensed or board certified physician that includes a formal diagnosis/relevant medical facts to the HR office. Recent medical documentation is defined as a script, letterhead, or other documentation signed by an MD or DO within the last 60 days.
- The HR office receives and reviews the request for completeness. *Note: Incomplete or unsupported requests are returned to the employee with an explanation of why the documents were returned.*
- The HR office signs and forwards the request to the Office of the State Employer (OSE).
- OSE receives, reviews, approves or denies the request and forwards the referral to Michigan Rehabilitation Services (MRS) for scheduling.
- MRS will then make a 3-point contact (employee/supervisor/HR Office) to schedule an on-site assessment.
- MRS conducts the assessment and prepares and forwards the written recommendations to the HR office with copies to the employee, his/her immediate supervisor, and OSE.
- HR works with the employee and the supervisor to discuss the recommendations and implementation.

How do I Request an Ergonomic Assessment?

[DMB-OSE 2209 Request for an At-Risk Ergonomic Assessment](#)

Completed forms can be sent to:

The Office of Human Resources
Attn: Amanda Satkowski
P.O. Box 30004
Lansing, MI 48909
Fax: (517) 373-6526

For Further Information Please Contact:

Amanda Satkowski
satkowskia@michigan.gov
(517) 241-0359